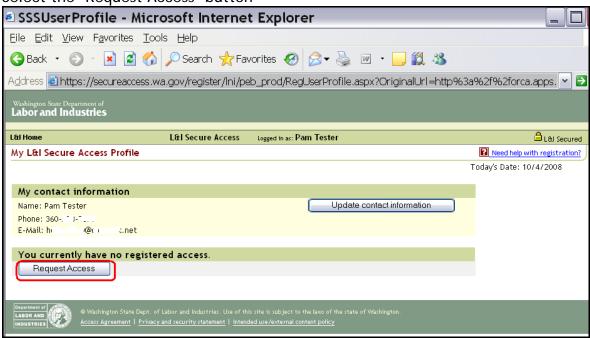
Instructions to Set Up Roles

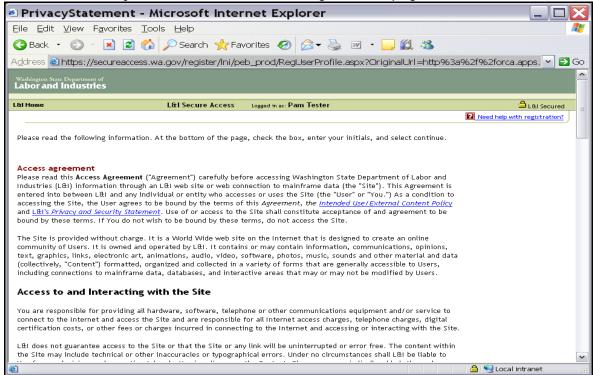
To set up your role/relationship, enter your user id and password at Secure Access Washington https://secureaccess.wa.gov/

Next, select the link 'Claim and Account Center - New! File Quarterly Report'

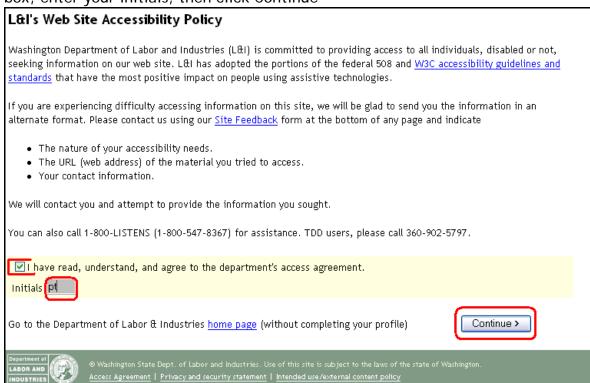
Select the 'Request Access' button



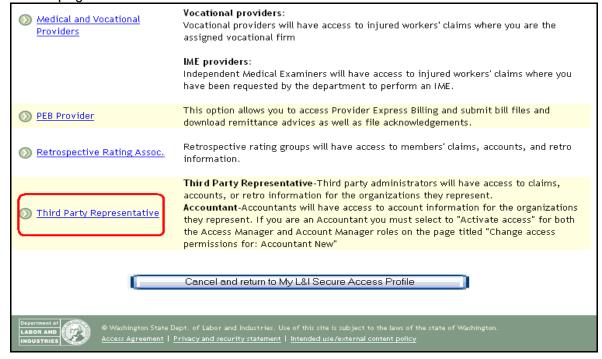
The next screen you will see is the Access agreement page.



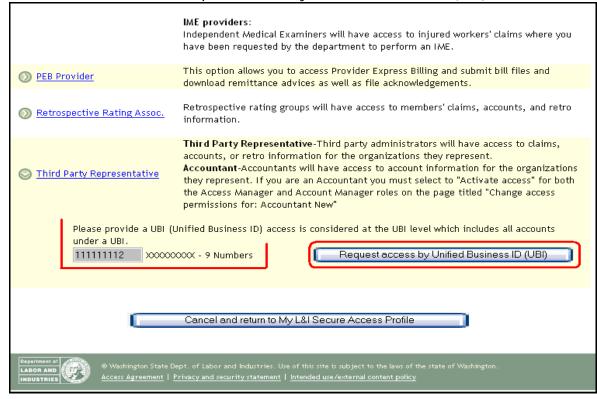
After reading through the information, scroll to the bottom of the page check the box, enter your initials, then click Continue



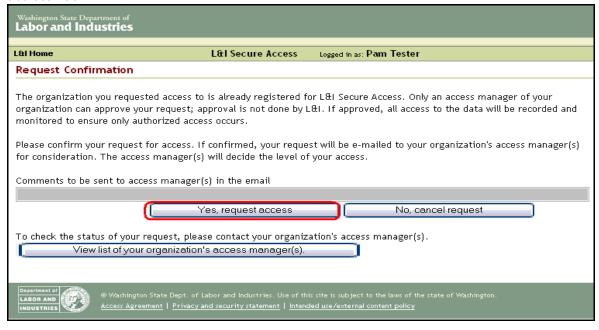
The next screen is the screen where you select your type of relationship. For payroll provider, you are looking for the Third Party Representative, which is at the bottom of the page.



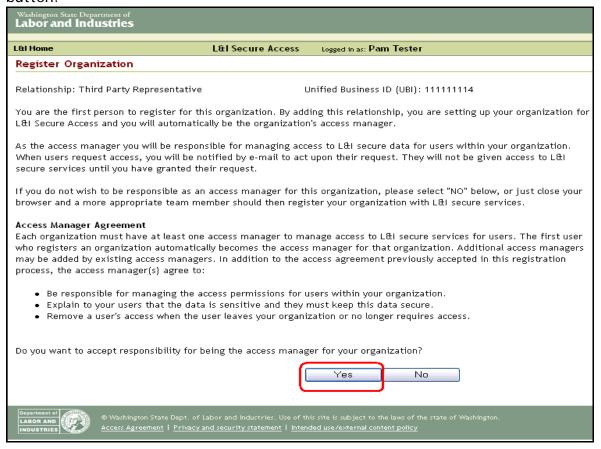
Click this link, and it prompts you to enter a UBI number. Please enter <u>YOUR</u> UBI number, then click the Request access by Unified Business ID (UBI) button:



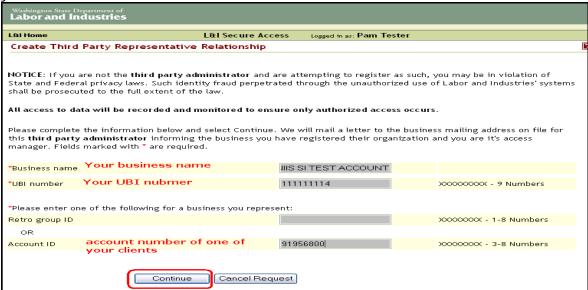
If someone has already been granted access as the access manager, you will need to gain the access from that person. Please call Web Support 360-902-5999 for assistance.



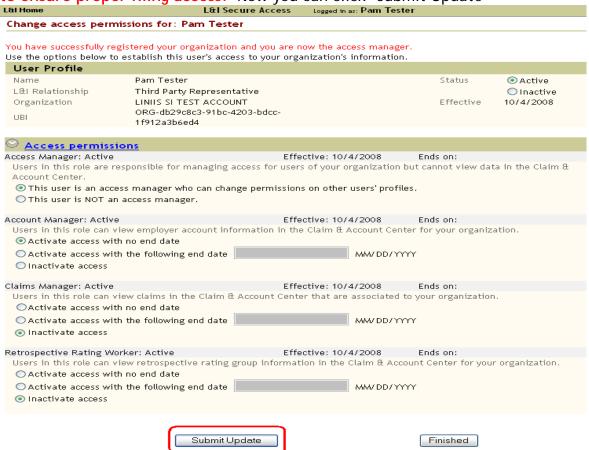
If you are the first to request access, you will see this screen. Just click the yes button.



On this next screen, enter your business name and UBI number, then enter one of your client account numbers and click 'Continue'



You have successfully registered. At this point, be sure to check "Inactivate access" under both the Claim Manager and Retrospective Rating Worker headings to ensure proper filing access. Now you can click 'Submit Update'



Now, you can click the 'Return to Application' link, and start filing.

